

OFFICE OF HUMAN CAPITAL MANAGEMENT INNOVATIONS AND SOLUTIONS

Enterprise Training Services, HC-21

National Security Studies Program

Administered by the National Defense University

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| Objective: | This training announcement is to solicit DOE Federal employees who are interested in obtaining a Masters Degree from the National Defense University. The program is designed to prepare future leaders of civilian agencies for high-level policy, command, and staff responsibilities. All students successfully completing the program are awarded a master's degree. |
| Eligibility: | Federal employees at the GS/GM-14 or GS/GM-15 levels or equivalent grade levels with a baccalaureate degree and who have career/career-conditional status and are serving in permanent, full-time competitive appointments. Applicants must be able to obtain and maintain a security clearance. Successful applicants must sign a Continuing Service Agreement to participate in this program. |
| Program Overview: | For the upcoming academic year, the Department of Energy (DOE) is anticipating that it will be allocated one slot in the National War College and two slots in the Industrial College of the Armed Forces (ICAF), both located in Washington, D.C. DOE will not be given final allocations until sometime in January, and the nominations will be due in February. Because of the short time frame for submission, employees interested in applying should begin the application process now. This program does not involve a promotion or a change in position. |
| Components: | The National War College focuses on national security, international security, strategic planning, and defense policy and strategy. It conducts a senior-level course of study in national security policy and strategy. ICAF conducts executive-level course of study dealing with the resource component of national power, with special emphasis on material acquisition and joint logistics, and their integration into national security strategy for peace and war. |
| Cost: | <p>The tuition is waived for this program. There are no direct training costs, however, the participant's organization will be responsible for travel and per diem cost if the selectee is outside the DC area.</p> <p>NNSA Employees: NNSA will corporately fund up to two slots for travel-related expenses.</p> |
| Program Cycle: | A ten-month program that begins August 2009 and concludes in June 2010. |
| Nomination Procedure: | <p>DOE Applicants: Step 1: Employees must coordinate their application package through his or her training liaison/coordinator as well as your supervisor. Step 2: The package must include 1) official transcript from institution where the highest degree was awarded; 2) one-page resume; 3) a list of all government-sponsored training courses taken during the past three years; 4) a statement from applicant's supervisor describing the relationship of the program to existing or future duties; 5) a statement by applicant, not more than two pages, with the reason for participation, goals to be achieved, the relationship to career aspirations, and suitability for the program; 6) a statement verifying the applicant is world-wide travel qualified; 7) two letters of recommendation (statement from supervisor above may be one); and 8) nomination letter from the servicing training office. <u>Applicants must complete all components of the application package and include one original and two copies of each document.</u> Each nomination package must be approved by the head of the participant's departmental element with a nominating memorandum and <u>coordinated through his or her training liaison/officer/coordinator.</u> Step 3: Submit nomination materials to Karen Lerma, Corporate Training Officer, HC-21 via email, karen.lerma@hq.doe.gov or fax (505)245-2113. Applications will be reviewed by a committee of DOE and NNSA officials.</p> <p>NNSA Applicants: NNSA nomination packages are available at <u>the NNSA SC Career Development Program webpage</u> for NNSA employees and includes all forms and instructions required to be considered for this career development opportunity.</p> |
| Points of Contact: | <p>DOE: Karen Lerma, Corporate Training Officer, Office of Innovations and Solutions, Enterprise Training Services at (202) 631-9940 or karen.lerma@hq.doe.gov.</p> |

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| | NNSA: Patricia Patt , NNSA, LCDD at (505) 845-4489 |
| Nomination Due Date: | <p>DOE Applications: Applications are due by February 2, 2009 to Karen Lerma at karen.lerma@hq.doe.gov; fax: (505) 245-2113; or mail to 2309 Renard Place SE, Suite 400, Albuquerque, NM 87106.</p> <p>NNSA Applicants: Nomination packages are due electronically to Patricia Patt by 4pm (MST) on January 8, 2009. Late or incomplete applications will not be accepted.</p> |
| Additional Information: | <p>Detailed information is available on the National Defense University Homepage: http://www.ndu.edu/, or specifically the National War College webpage and the Industrial College of the Armed Forces (ICAF) webpage.</p> |